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GENERAL SERVICES OFFICE CAREER SERVICE BOARD

MINUTES OF FOURTH MEETING

HELD

2:00 P.M. - 7 MAY 1953

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PRESENT:

[REDACTED] - Acting Chairman

[REDACTED] - Secretary

1. The meeting was called to order by the Acting Chairman at 2:00 p.m.
2. The Secretary read the minutes of the last meeting which were approved as read.
3. The Acting Chairman requested the Training Liaison Officer to report on the two items on which he had been directed at the last meeting to obtain additional information:
  - a. Availability of lists of training programs or courses available in the Washington area - The Training Liaison Officer reported that he had been exploring the matter with the Training Office which has numerous catalogs from which he will compile lists of various courses or classes pertaining to General Services functions, i.e., records management, printing and reproduction, machine records, etc., which can then be distributed to GSO personnel. The Acting Chairman also asked the Training Liaison Officer to develop information as to how such lists will be kept current, length and frequency of courses, etc., and to report on same at next meeting.
  - b. Personnel Evaluation Reports - The Training Liaison Officer presented information on the number of employees who on their PER's had indicated their desire for other types of work than they were presently engaged in or for whom training or rotation was recommended by their supervisors. The Secretary reported on action taken on several cases, which resulted in transfers or details of employees to other positions for later reassignment to those positions. The Acting Chairman directed the Training Liaison Officer to find out from the Personnel Office who is responsible for following up on recommendations made in PER's and to find out what the Personnel Office is doing on the PER's when they receive them.
4. The Acting Chairman opened the discussion of the memorandum of 29 April 1953 from the Chairman, CIA Career Service Board, Subject: "Process of Selecting New Career Employees." [REDACTED] mentioned that the proposed

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length of the probation period for career status with CIA as given in subject memorandum may be in conflict with the one year probation period followed throughout Government, and that this may present problems from the standpoint of selection of personnel, veteran preference, etc.

25X1A9a [REDACTED] also mentioned that the Professional Selection Panel may conflict with the Personnel Division function. He also expressed his opinion that some time limitation should possibly be placed on the selection of career employees, i.e., that such selections should not be for an indefinite period, but should be renewed periodically. He suggested that each case be reviewed every five years to determine whether the employee involved should be continued as a member of the career staff.

5. With reference to memorandum of 4 May 1953 from the Acting Chairman, Professional Selection Panel, the Acting Chairman directed [REDACTED] to attend the special meeting to be held by the Panel at 10:00 a.m. Friday, 8 May 1953, and that he present the questions raised in 4 above. The Acting Chairman asked that he obtain from the Panel a simple definition of its function as related to those of the Personnel, Medical and Security Offices. [REDACTED] is to give a report of the meeting at the next GSO Career Service Board meeting.
6. The Chairman directed the Secretary to distribute copies of the GSO Training Brochure prepared by the Training Liaison Officer to members of the board for review and comments or recommendations for improvement.
7. The meeting adjourned by order of the Acting Chairman at 3:15 p.m.

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[REDACTED]  
Secretary

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APPROVED: [REDACTED]

Chairman, GSO Career Service Board (Acting)

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